

Employee Post-Travel Disclosure of Travel Expenses

Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the **Office of Public Records in 232 Hart Building.**

Date/Time Stamp:
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SECRETARY OF THE SENATE
PUBLIC RECORDS
2018 AUG 30 AM 10:31

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☐ The **original** *Employee Pre-Travel Authorization* (Form RE-1), **AND**
☐ A **copy** of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): Farm Foundation

Travel date(s): August 8-10, 2018

Name of accompanying family member (if any): _____

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING **DID NOT INCREASE** DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate <input checked="" type="checkbox"/> Actual Amount	\$222.40	\$255.96	\$97.22	None

Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate <input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.):

8/30/18
(Date)

Nancy Martinez
(Printed name of traveler)

Nancy Martinez
(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

8/20/18
(Date)

[Signature]
(Signature of Supervising Senator/Officer)

EMPLOYEE PRE-TRAVEL AUTHORIZATION

Date/Time Stamp:

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics** in SH-220. Incomplete and late travel submissions will **not** be considered or approved. This form **must** be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

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Name of Traveler: Nancy Martinez

Employing Office/Committee: Senator Todd Young

Private Sponsor(s) (list all): Farm Foundation

Travel date(s): 8/8 - 8/12

*Note: If you plan to extend the trip for any reason you **must** notify the Committee.*

Destination(s): Indianapolis, IN and Lafayette, IN (see attached agenda)

Explain how this trip is specifically connected to the traveler's official or representational duties:

The traveler's official duties entail understanding agriculture policy to assist Senator Young in drafting legislation that directly impacts his constituents in Indiana. Senator Young has been actively engaged in crafting bills that relate to this visit. This visit will provide a chance to deeply understand the challenges and considerations of modern agribusiness, biotechnology and agriculture education. The trip will increase the traveler's knowledge of important agricultural constituencies in Indiana to inform policy decisions at the federal level.

Name of accompanying family member (if any): _____

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

7/9/18
(Date)

Nancy H. Martinez
(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, Senator Todd Young hereby authorize Nancy Martinez
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

7/9/18
(Date)

[Signature]
(Signature of Supervising Senator/Officer)

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

-
1. Sponsor(s) of the trip (please list all sponsors): Farm Foundation
 2. Description of the trip: Opportunity to gain hands-on experience and a broader perspective on the U.S. food and agriculture sector
 3. Dates of travel: August 8-10, 2018
 4. Place of travel: Indianapolis, Indiana, and Lafayette, Indiana
 5. Name and title of Senate invitees: See separate list, attached
 6. I *certify* that the trip fits one of the following categories:
 - ☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal **and** do not retain or employ registered lobbyists or agents of a foreign principal **and** no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
 - OR –
 - ☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
 7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
 - AND –
 - ☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
 8. I *certify* that:
 - ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
 - AND –
 - ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

– OR –

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

– OR –

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

Farm Foundation is the sole sponsor of this trip, and as such has provided all of the funding and in-kind staff support in developing the agenda and in inviting staff.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

Farm Foundation is a non-partisan, non-profit 501(c)(3) dedicated to food and agriculture education and research. Our Farm and Field Congressional Fellowship Program and tours are one part of that overall objective, with tours like this intended to educate congressional staff on the food and agriculture sector.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

Farm Foundation initiated its Farm and Field Congressional Fellowship Program in early 2018, and hosted an inaugural tour in central Florida in February 2018 with staff from the U.S. House of Representatives.

This will be the Foundation's second tour and the first with Senate staff.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

Farm Foundation serves agriculture and rural communities by providing objective information to foster an understanding of issues; hosts eight open-to-the-public Forums a year, highlighting emerging issues and differing opinions; publishes publicly-available Issue Reports that provide background on new issues.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate	\$300 (total)	\$223 (total)	\$125 (total)	\$0
<input type="checkbox"/> Actual Amounts	\$220 (airfare) \$80 (ground transportation)	\$124 (Indianapolis) \$99 (Lafayette)	\$42/day	

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

(b) specifically with regard to congressional participation

18. Reason for selecting the location of the event or trip

The Farm and Field Congressional Fellowship Program selects a different location to tour each time, in an effort to highlight the variety of agriculture across the country. The Midwest is a core part of that sector.

19. Name and location of hotel or other lodging facility:

Hampton Inn Indianapolis Northeast Castleton - 6817 East 82nd Street, Indianapolis, IN

Home 2 Suites - 3838 Grace Lane, Lafayette, IN

20. Reason(s) for selecting hotel or other lodging facility:

Lowest cost for reasonable hotel anywhere near tour area; checked numerous hotels at different locations to find reasonable rates for a sufficient number of rooms; both hotels include breakfast in room rates, which keeps the meal spending lower.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

Combined estimated lodging and M&E expenses are less than combined per diem rates in both cities

Indy lodge=\$124/night (\$119/per diem); M&E=\$42/day (\$54/per diem) b/c breakfast included in hotel

Lafayette lodge=\$99/night (\$103/per diem); M&I = \$42/day (\$52/per diem); breakfast included, again

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

Coach-class one-way airfare from Washington, DC, to Indianapolis, IN

Sponsor will provide shared minivan service in Indiana

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

None

25. I hereby *certify* that the information contained herein is true, complete and correct. (For trips involving more than one sponsor, you *must* include a completed signature page for each additional sponsor):

Signature of Travel Sponsor: 

Name and Title: Megan Provost, Vice President of Policy and Programs

Name of Organization: Farm Foundation

Address: 1301 West 22nd Street, Suite 906, Oak Brook, IL 60523

Telephone Number: (630) 571-9393

Fax Number: (630) 571-9580

E-mail Address: megan@farmfoundation.org



Farm and Field Congressional Fellowship Program

August 8-10, 2018

Wednesday, August 8, 2018

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firsthand what life is like for Indiana's farmers, learn about their relationships with the land, and see how they use technologies to improve the food they grow.

Speaker: Jane Ade Stevens, CEO of IN Soybean Alliance and IN Corn Marketing Council

5:30pm-7:30pm

Dinner with 4-H and FFA in the Normandy Building at the State Fair

Objective: To learn how 4-H and FFA interact with future leaders

Hear from organization leaders from two premier youth leadership organizations – 4-H Youth Development and the National FFA Organization – about how they develop future leaders, in particular agricultural leaders

Speakers: Beth Bechdol, President and CEO of AgriNovus Indiana and National FFA Sponsors' Board; Rob Hayes, Director of Indiana FFA Association; Indiana State FFA Officers; Renee McKee, Indiana 4-H Youth Development; and Shelly Bingle, Director of Indiana 4-H Foundation

7:30pm-8:00pm

Travel from Indiana State Fairgrounds to Hotel

1202 East 38th Street, Indianapolis – 6817 East 82nd Street, Indianapolis

8:00pm

Check into Hampton Inn Northeast/Castleton

Thursday, August 9, 2018

7:30am

Breakfast on your own (included in hotel) and hotel check-out

8:00am-8:30am

Travel from Hotel to Elanco Animal Health

6817 East 82nd Street, Indianapolis – 2500 Innovation Way North, Greenfield

8:30am-10:00am

Tour Elanco Global Headquarters

Objective: To understand animal agriculture inputs

Farmers understand the powerful role that healthy animals play in making lives better. See firsthand some of the solutions – through research, discovery, and launch – for those who raise and care for animals around the world.

Speakers: Julie Lawless, Senior Director for Corporate Affairs and Communications at Elanco Animal Health

10:00am-11:00am

Travel from Elanco to Corteva Agriscience Show Farm

2500 Innovation Way North, Greenfield – 6955 East State Road 47, Lebanon

11:00am-1:00pm

Tour Corteva Agriscience Show Farm (including lunch)

Objective: To understand crop inputs

Farmers across the country and around the world today need seeds and crop protection products that address their varying challenges. The path from discovery of a molecule or trait to its introduction to the market is a

long and complicated one. See firsthand some of the existing and up-and-coming seed traits and crop protection products in the field.

Speaker: David Hillger, Enlist Field Specialist, Corteva Agriscience, the Agriculture Division of DowDuPont

1:00pm-2:00pm

Travel from Corteva to Fair Oaks Farm
6955 East State Road 47, Lebanon – 856 N 600 E, Fair Oaks

2:00pm-5:00pm

Tour Fair Oaks Farm

Objective: To understand animal agriculture production – dairy & pork
See dairy, pig, and crop production through Fair Oaks Farm's innovative adventures. Fair Oaks Farm is not only committed to educating the public about modern farming efforts, but also to protecting the environment, caring for farm animals, and ensuring the highest quality products possible.

Speaker: Gary Corbett, CEO, Fair Oaks Farm

5:30pm-7:30pm

Dinner at the Farmhouse Restaurant at Fair Oaks Farm

7:30pm-8:30pm

Travel from Fair Oaks Farm to Hotel
856 N 600 E, Fair Oaks – 3838 Grace Lane, Lafayette

8:30pm

Check into Home 2 Suites Lafayette

Friday, August 10, 2018

7:30am

Breakfast on your own (included in hotel) and hotel check-out

8:00am-8:30am

Travel from Hotel to Conservation Technology Innovation Center (CTIC)
3838 Grace Lane, Lafayette – 3495 Kent Avenue, West Lafayette

8:30am-9:30am

Tour CTIC Field Location

Objective: To understand soil health & see conservation at work

Farmers have a common goal of encouraging greater adoption of farming systems that are economically and environmentally sustainable. See firsthand how the public-private partnership in conservation can be a tool for farmers to use in the fields like the one we will visit outside Lafayette.

See the value of linking farms, universities, government, and business in projects that explore and champion conservation agriculture.

Speaker: Chad Watts, Executive Director of the Conservation Technology Information Center

9:30am-10:00am

Travel from CTIC to Purdue University
3495 Kent Avenue, West Lafayette – 615 West State Street, West Lafayette

10:00am-12:00pm

Tour Purdue University College of Agriculture

Objective: To see university research at work

Land-grant institution across the country are committed to preparing students to make a difference, wherever their careers take them; stretching the frontiers of science to find solutions to some of the most pressing global challenges; and, through extension and engagement programs, helping to improve lives and livelihoods around the world. Tour one of the world's leading colleges of agricultural, food, life, and natural resource sciences.

Speaker: Dr. Karen Plaut, Glenn W. Sample Dean of the College of Agriculture, and Dr. Jay Akridge, Provost and Executive Vice President for Academic Affairs and Diversity

12:00pm-1:00pm

Travel from Purdue University to Airport
615 West State Street, West Lafayette – 7800 Col H Weir Cook Dr, Indianapolis

1:00pm

Travelers depart Indianapolis, IN (Indianapolis International Airport/IND)
*Martinez extending her trip at her own expense

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August 2018 - Indiana

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